

**BY ORDER OF THE CHIEF,  
NATIONAL GUARD BUREAU**

**MANPOWER STANDARD 1500TC**

**1 SEPTEMBER 2004**



***Manpower Standard***

**COMBAT READINESS TRAINING CENTER  
FINANCIAL MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload in the Combat Readiness Training Center (CRTC) Financial Management function whose mission is to provide an integrated, year-round, realistic training environment (airspace, facilities, equipment) for units to enhance their combat capability and readiness. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the CRTC Financial Management function. This standard applies to the Alpena, Gulfport, Savannah, and Volk Field CRTCs and is applicable to peacetime operations only. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Process*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 3000 Handly Avenue, McGhee Tyson ANG Base, TN 37777-6283

### ***SUMMARY OF REVISIONS.***

This document is substantially revised and must be completely reviewed.

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**1. STANDARD DATA:**

1.1. Approval Date.

1.2. Man-hour Data Sources. The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Man-hour Equation:  $Y = 164.2 + 3.142X$

1.3.2. Upper and Lower Extrapolation Limits:

1.3.2.1.  $Y_U = 684.37$

1.3.2.2.  $Y_L = 316.37$

1.4. Workload Factor:

1.4.1. Title. Total Full-time CRTC Authorizations Supported.

1.4.2. Definition. The average monthly number of full-time CRTC authorizations supported.

1.4.3. Source. Unit Manpower Document (UMD) (34 Command File Part A) maintained by ANG/XPMF.

1.4.4. Points of Contact:

1.4.4.1. Functional: Mr Pat Welch, ANG/C4R

1.4.4.2. Manpower: Major Brian Cotton, ANG/XPME/OLTN

**2. APPLICATION INSTRUCTIONS:**

2.1. Step 1. Apply the man-hour equation in paragraph 1.3., above, to determine required man-hours.

2.2. Step 2. Divide the resulting man-hours by the appropriate Man-hour Availability Factor (MAF) times the overload factor. The answer will quantify the required fractional manpower. Round the fractional manpower up to the next whole number.

2.3. Step 3. Manpower Table. Use the Manpower Table at **Attachment 3** to determine required Air Force Specialty Codes (AFSC).

2.4. No other application instructions apply.

**3. STATEMENT OF CONDITIONS.** The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four 10-hour days per week to eight 9-hour days and

one 8-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF  
Director, Air National Guard

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volumes 1, *Air Force Management Engineering Program (MEP) - Process*

AFMAN 38-208, Volumes 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*

AFMS 00AA, *Standard Indirect Allowed Man-hours.*

*Abbreviations and Acronyms*

**ABA** - Annual Budget Authority

**ABSS** - Automated Business Service System

**AF** - Air Force

**AFI** - Air Force Instruction

**AFO** - Accounting and Finance Office

**AGR** - Active Guard/Reserve

**ANG** - Air National Guard

**ANGMS** - Air National Guard Manpower Standard

**CRTC** - Combat Readiness Training Center

**DFAS** - Defense Finance and Accounting Service

**EEIC** - Element of Expense Investment Code

**FAS** - Fuels Accounting System

**FINPLAN** - Financial Plan

**FMB** - Financial Management Board

**FWG** - Financial Working Group

**GAFS** - General Accounting & Finance System

**GBL** - Government Bill of Lading

**IAPS** - Integrated Accounts Payable System

**ICR** - Internal Control Review

**JUMPS** - Joint Uniform Military Pay System

**JV** - Joint Voucher

**MAF** - Man-hour Availability Factor

**MAFR** - Merge Accountability Fund Reporting

**MEP** - Management Engineering Program

**MIPR** - Military Interdepartmental Purchase Request

**MORD** - Miscellaneous Obligation Reimbursement Document

**ODL** - Open Document Listing

**OPLOC** - Operating Locations

**OPR** - Office of Primary Responsibility

**PMEL** - Precision Measurement Equipment Laboratory

**RA** - Resource Advisor

**RC/CC** - Responsibility Center/Cost Center

**RCM** - Responsibility Center Manager

**SA** - Support Agreement

**SF** - Standard Form

**TRT** - Transmittal Register Transcript

**VIMS** - Vehicle Information Management System

**WCD** - Work Center Description

**WLF** - Workload Factor

*Terms*

**Air National Guard Manpower Standard (ANGMS)** - A numbered, specialized publication that quantifies manpower requirements for a work center. Also includes approved variances. See AFI 38-201.

**Historical Record** - Documented past work performance of the work center.

**Man-hour** - A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period of time equal to 60 minutes.

**Manpower Standard** - The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

**Operational Audit** - A work measurement method consisting of one or a combination of the following techniques: good operator timing, historical records, technical estimate, standard time, and directed requirement.

**Technical Estimate** - A determination of the standard hours required for a given task, based on an estimate by individuals who are technically and professionally competent to judge the time required.

**Work Center Description** - A format that shows work center responsibilities structured for easy measurement of work categories, tasks, and subtasks.

**Attachment 2****WORK CENTER DESCRIPTION  
COMBAT READINESS TRAINING CENTER (CRTC)  
FINANCIAL MANAGEMENT****A2.1. DIRECT:****A2.1.1. BUDGET:****A2.1.1.1. DEVELOPS AND PREPARES ANNUAL OPERATING BUDGET  
AND/OR FINANCIAL PLAN (FINPLAN):****A2.1.1.1.1. DEVELOPS BUDGET AND/OR FINPLAN ESTIMATE:**

A2.1.1.1.1.1. REVIEWS INSTRUCTION. Reviews instruction for preparation of Operating Budget and/or FINPLAN.

A2.1.1.1.1.2. PREPARES INSTRUCTION. Prepares instruction for accumulation of financial data by the Resource Advisor (RA) and/or Responsibility Center Manager (RCM).

A2.1.1.1.1.3. ASSISTS RA/RCM WITH BUDGET. Assists RA/RCM in developing budget or FINPLAN estimate and narrative justification.

A2.1.1.1.1.4. PERFORMS ANALYSIS. Analyzes and consolidates estimated requirement for budget and/or FINPLAN.

A2.1.1.1.1.5. INCORPORATES CHANGE. Incorporates decision of Financial Management Board (FMB) into final budget and/or FINPLAN submission.

**A2.1.1.1.2. REVIEWS ANNUAL BUDGET AUTHORITY (ABA) AND  
ALLOTMENT DOCUMENT:**

A2.1.1.1.2.1. EVALUATES ANNUAL BUDGET. Reviews and evaluates annual budget and advises Commander and staff of approved authority and its effect on the mission.

A2.1.1.1.2.2. REVIEWS QUARTERLY ALLOTMENT. Reviews and evaluates quarterly allotment and advises Commander and staff of approved authority and its effect on the mission.

A2.1.1.1.2.3. COORDINATES WITH RA.

A2.1.1.1.2.4. PREPARES ANNUAL INPUT. Prepares Transmittal Register Transcript (TRT) for proper recording and inputs ABA and/or allotment equal to approved financing.



A2.1.1.1.2.5. PREPARES QUARTERLY INPUT. Prepares TRT for proper recording and inputs quarterly allotment equal to approved funding.

A2.1.1.1.2.6. PREPARES ANNUAL SUPPLY AND EQUIPMENT WORKSHEET.

A2.1.1.1.3. PREPARES UNFUNDED REQUIREMENT REPORT:

A2.1.1.1.3.1. PREPARES INSTRUCTION. Prepares instruction for accumulation of financial data to justify action concerning budget and/or allotment.

A2.1.1.1.3.2. ASSISTS RA/RCM. Assists RA/RCM in preparation of narrative justification to support unfunded report.

A2.1.1.1.3.3. REVIEWS UNFUNDED JUSTIFICATION FROM RA.

A2.1.1.1.3.4. COMPILES RA REQUEST.

A2.1.1.1.3.5. SUBMITS RECOMMENDATION TO FINANCIAL WORKING GROUP (FWG) AND/OR FMB. Submits listing of unfunded requirements to FWG and/or FMB for approval and forwards to Air National Guard (ANG).

A2.1.1.2. REVISES OPERATING BUDGET AND/OR FINPLAN:

A2.1.1.2.1. PREPARES INSTRUCTION.

A2.1.1.2.2. ASSISTS RA.

A2.1.1.2.3. EVALUATES REVISION. Analyzes and summarizes revision to ensure portrayal of a realistic and balanced program when compared to the budget and/or allotment and current financial status of installation.

A2.1.1.2.4. INCORPORATES CHANGE. Incorporates decision of FMB into final revised budget and/or FINPLAN.

A2.1.1.3. EXECUTES APPROVED BUDGET/ALLOTMENT:

A2.1.1.3.1. MAINTAINS LIAISON. Maintains liaison with operating organization to be familiar with their accomplishment and problem, and renders advice as to proper application of budget and/or allotment authority.

A2.1.1.3.2. PERFORMS ANALYSIS. Analyzes actual accomplishment compared to planned utilization of ABA and/or allotment, evaluates fund availability to achieve balance of approved objective, and determines area where reprogramming action may be necessary.

A2.1.1.3.3. ADVISES RA/RCM. Advises RA/RCM of result of analysis and makes recommendation.

A2.1.1.3.4. EXAMINES PROGRAMMING AND/OR REPROGRAMMING ACTION. Examines proposed installation mission programming and/or reprogramming action to determine whether budget and/or allotment authority is sufficient, and determines if it will cause the installation to exceed budget and/or allotment authority or limitation within the authority.

A2.1.1.3.5. REVIEWS REIMBURSEMENT. Reviews and analyzes anticipated reimbursement; estimates anticipated reimbursement; reviews collection action on reimbursement; requests Department of Defense (DD) Form 448, *Military Interdepartmental Purchase Request (MIPR)*, or Air Force (AF) Form 616, *Fund Cite Authorization*; and ensures adjustment is made between reimbursable program and direct program.

A2.1.1.3.6. REPROGRAMS ABA AND ALLOTMENT. Adjusts, with approval of the FWG and/or FMB, distribution of ABA shortage by accounting activity or special request for funding by operating organization.

A2.1.1.3.7. ANALYZES PROGRAM CHANGE. Analyzes and determines how a change, addition, or revision to an ANG program affects requirement and advises RA/RCM of result of analysis.

A2.1.1.3.8. PERFORMS SPECIAL STUDY. Performs special study pertaining to forecast projection and estimate of requirement or cost projection having current or future budgetary implication as directed by ANG or determined necessary at base level.

A2.1.1.3.9. REQUESTS SPECIAL FUNDING.

A2.1.1.3.10. MONITORS CONSTRUCTION FUNDING. Monitors major construction/Real Property Management funding to ensure target is not exceeded, excess funds are turned in, and funds are used only for specified project.

A2.1.1.3.11. CONDUCTS QUALITY ASSURANCE REVIEW:

A2.1.1.3.11.1. REVIEWS OPERATING BUDGET LEDGER AND ALLOTMENT LEDGER. Conducts review of expense and/or obligation to ensure compliance with ANG Responsibility Center/Cost Center (RC/CC) standard expense application criteria by Element of Expense Investment Code (EEIC) and initiates corrective action.

A2.1.1.3.11.2. REVIEWS LEDGER. Reviews operating budget and/or allotment ledger periodically to detect erroneous data element, advises Accounting of error detected, and ensures that the only program element and functional category used in the accounting system is the code authorized by issuing budget authority.

A2.1.1.3.12. MONITORS RC/CC STRUCTURE. Monitors, with accounting activity and other staff and operating organization, RC/CC structure to effectively administer the ABA and/or allotment.

A2.1.1.3.13. PREPARES MONTHLY MICRO-BUDGET ACCOUNTING SYSTEM DOWNLOAD REPORT.

A2.1.1.4. PREPARES FOR AND ATTENDS FINANCIAL MEETING:

A2.1.1.4.1. NOTIFIES RA/RCM.

A2.1.1.4.2. PREPARES FOR MEETING.

A2.1.1.4.3. CONDUCTS FWG MEETING.

A2.1.1.4.4. RECORDS FWG MEETING.

A2.1.1.4.5. REVIEWS AND APPROVES MINUTES OF FWG.

A2.1.1.4.6. PREPARES MINUTES OF FMB.

A2.1.1.5. CONDUCTS RESOURCE MANAGEMENT SYSTEM TRAINING PROGRAM:

A2.1.1.5.1. DEVELOPS TRAINING MATERIAL. Researches, drafts, reviews, and updates training outline or lesson plan, and develops chart mock-up, or other training aid. Identifies RA/RCM requiring training.

A2.1.1.5.2. PREPARES FOR TRAINING. Prepares classroom and material.

A2.1.1.5.3. CONDUCTS TRAINING:

A2.1.1.5.3.1. CONDUCTS INITIAL TRAINING.

A2.1.1.5.3.2. CONDUCTS RECURRING TRAINING.

A2.1.1.5.4. MAINTAINS TRAINING RECORD.

A2.1.1.5.5. CONDUCTS STAFF ASSISTANCE VISIT.

A2.1.1.6. REVIEWS SUPPORT AGREEMENT (SA):

A2.1.1.6.1. REVIEWS INITIAL AGREEMENT FOR FINANCIAL IMPACT.

A2.1.1.6.2. REVIEWS SA AND SUBMITS CHANGE/REVISION.

A2.1.1.7. PERFORMS FISCAL YEAR CLOSEOUT:

A2.1.1.7.1. NOTIFIES CLOSEOUT COMMITTEE MEMBER.

A2.1.1.7.2. PREPARES FOR MEETING.

A2.1.1.7.3. CONDUCTS MEETING.

A2.1.1.7.4. DOCUMENTS MEETING.

A2.1.1.7.5. REVIEWS ANG FINANCIAL GUIDANCE. Reviews ANG financial guidance, establishes chart of accounts, and distributes to Commander/RA/RCM.

A2.1.1.8. PROVIDES TENANT SUPPORT. Provides budgetary advice and assistance to tenant unit as required.

A2.1.1.9. CONDUCTS INTERNAL CONTROL REVIEW (ICR). Conducts ICR as directed by ANG and prepares report.

A2.1.1.10. CONDUCTS ECONOMIC ANALYSIS PROGRAM:

A2.1.1.10.1. PERFORMS ECONOMIC ANALYSIS:

A2.1.1.10.1.1. DETERMINES INFORMATION DESIRED FROM REQUESTER.

A2.1.1.10.1.2. OBTAINS DATA.

A2.1.1.10.1.3. IDENTIFIES FEASIBLE PROGRAM ALTERNATIVE.

A2.1.1.10.1.4. QUANTIFIES EACH ALTERNATIVE.

A2.1.1.10.1.5. ANALYZES QUANTIFIABLE AND NONQUANTIFIABLE BENEFIT OF EACH ALTERNATIVE.

A2.1.1.10.2. SUBMITS ECONOMIC ANALYSIS CERTIFICATION.

A2.1.1.10.3. ASSISTS OFFICE OF PRIMARY RESPONSIBILITY (OPR). Assists functional OPR in performing economic analysis.

A2.1.1.11. PROVIDES DIRECTOR OF LOGISTICS SUPPORT:

A2.1.1.11.1. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report, edits listing and statistical data for impact on work center status, and identifies possible trend requiring management action.

A2.1.1.11.2. ADVISES RCM ON FUND STATUS. Advises RCM on status of fund, regulation governing fund, and assures financial objective is met.

A2.1.1.11.3. ADVISES AUDIT AGENCY. Provides liaison or acts as focal point to audit agency.

A2.1.1.11.4. MAINTAINS APPROPRIATIONS PROGRAM. Briefs personnel charged with appropriation responsibility in accordance with the regulation.

A2.1.1.12. CONTROLS WORK-DAY PROGRAM:

A2.1.1.12.1. GATHERS DATA CONCERNING WORK-DAY UTILIZATION REQUIREMENTS FOR THE FISCAL YEAR.

A2.1.1.12.2. REQUESTS WORK-DAY ALLOTMENT FROM NATIONAL GUARD BUREAU.

A2.1.1.12.3. RECEIVES AND TRACKS WORK-DAY ALLOTMENT.

A2.1.1.12.4. COORDINATES WITH FUNCTIONAL AREAS CONCERNING WORK-DAY PROCEDURES.

A2.1.1.12.5. TRANSFERS WORK-DAYS TO UNIT IN SUPPORT OF THE BASE MISSION.

A2.1.1.12.6. RECONCILES WORK-DAY BALANCES.

A2.1.1.12.7. CLOSES OUT ANNUAL WORK-DAY ALLOCATIONS.

A2.1.2. ACCOUNTING/TRAVEL:

A2.1.2.1. PROVIDES TECHNICAL GUIDANCE AND ADVICE CONCERNING ACCOUNTING ACTIVITY:

A2.1.2.1.1. ADVISES COMMANDER.

A2.1.2.1.2. ADVISES DIRECTOR OF LOGISTICS.

A2.1.2.1.3. ADVISES FINANCIAL MANAGER

A2.1.2.1.4. ADVISES GEOGRAPHICALLY SEPARATED UNIT OR ON BASE UNIT.

A2.1.2.2. CONDUCTS SPECIAL PROJECT REQUESTED BY THE FINANCIAL MANAGER OR COMMANDER.

A2.1.2.3. DETERMINES APPROPRIATENESS OF COMMITMENT, OBLIGATION, AND DISBURSEMENT.

A2.1.2.4. EVALUATES AND MONITORS OBLIGATION. Provides continuous management report on unliquidated commitment and obligation. Ensures over obligation does not occur. Conducts daily opening and closing inquiry to ascertain current fund status.

A2.1.2.4.1. PROVIDES STATUS OF FUND PRODUCT.

A2.1.2.4.2. CONDUCTS DAILY OPENING AND CLOSING INQUIRY.

A2.1.2.5. MAINTAINS GENERAL LEDGER FOR OPERATION AND MAINTENANCE, MILITARY PERSONNEL, AND OTHER APPROPRIATION:

- A2.1.2.5.1. GATHERS NECESSARY INFORMATION FROM HOST, OTHER ON-BASE AGENCY, AND FROM END-OF-QUARTER OPERATING BUDGET AND ALLOTMENT LEDGER.
- A2.1.2.5.2. ENSURES GENERAL LEDGER ACCOUNT ACCURATELY SUMMARIZES SUBSIDIARY ACCOUNT. Audits for accuracy by analyzing check and balance built into system.
- A2.1.2.5.3. MAKES ADJUSTMENT TO THE CORRECT ACCOUNT.
- A2.1.2.5.4. PREPARES ALL SUPPORTING JOURNAL VOUCHER (JV).
- A2.1.2.5.5. MAKES POST CLOSING ENTRY AFTER SUBMISSION OF END-OF-YEAR REPORT.
- A2.1.2.6. REVIEWS FORMAL AGREEMENT. Reviews and coordinates on formal agreement having an accounting impact.
  - A2.1.2.6.1. REVIEWS SUPPORT AGREEMENT.
  - A2.1.2.6.2. REVIEWS AND MAINTAINS FEDERAL OPERATIONAL AND MAINTENANCE AGREEMENT FOR CIVIL ENGINEER STATE PAY.
  - A2.1.2.6.3. REVIEWS AND MAINTAINS STATE SECURITY CONTRACT FOR SECURITY FORCES PAY.
- A2.1.2.7. PERFORMS ACCOUNTS CONTROL:
  - A2.1.2.7.1. CREATES AND MAINTAINS ACCOUNTING RECORD:
    - A2.1.2.7.1.1. LOGS CODING OF ADDRESS.
    - A2.1.2.7.1.2. CREATES CODING OF ADDRESS.
    - A2.1.2.7.1.3. VALIDATES CODING OF ADDRESS.
    - A2.1.2.7.1.4. MAINTAINS BASE VARIABLE FILE.
    - A2.1.2.7.1.5. PROCESSES ACCOUNTING RECORD.
  - A2.1.2.7.2. POSTS ENTRY. Posts cycle to interfund register and by-others control ledger manually and mechanically.
    - A2.1.2.7.2.1. POSTS INTERFUND REGISTER.
    - A2.1.2.7.2.2. POSTS BY-OTHERS CONTROL LEDGER.
  - A2.1.2.7.3. PERFORMS FUND CONTROL:

A2.1.2.7.3.1. RECORDS FUND AUTHORITY AND POSTS AND RECONCILES BUDGET TARGET TO SOURCE DOCUMENT.

A2.1.2.7.3.2. MAINTAINS FUNDING DOCUMENT.

A2.1.2.7.3.3. DETERMINES FUND AVAILABILITY AND MONITORS LEGAL LIMITATION.

A2.1.2.7.3.4. LOGS AND AUTHORIZES USE OF OVERRIDE CODE.

A2.1.2.7.3.5. LOGS AND AUTHORIZES USE OF UNIT'S FUND CITE.

A2.1.2.7.4. PROCESSES ACCOUNTING TRANSACTION:

A2.1.2.7.4.1. PROCESSES BY-OTHER REGISTER.

A2.1.2.7.4.2. PROCESSES INTERFUND BILLING.

A2.1.2.7.4.3. AUDITS DAILY APPROPRIATION SUMMARY LEDGER.

A2.1.2.7.4.4. PROCESSES MATERIAL INTERFACE PRODUCT.

A2.1.2.7.4.5. PREPARES JV.

A2.1.2.7.4.6. BALANCES MERGE ACCOUNTABILITY FUND REPORTING (MAFR).

A2.1.2.7.5. PERFORMS ANNUAL CONVERSION AND CLOSEOUT:

A2.1.2.7.5.1. SCHEDULES CONVERSION ACTION.

A2.1.2.7.5.2. VALIDATES PRIOR YEAR COST CENTER RECORD.

A2.1.2.7.5.3. VALIDATES NEW FISCAL YEAR SKELETON RECORD.

A2.1.2.7.5.4. MONITORS COMPLETION OF CLOSEOUT TRANSACTION PROCESSING.

A2.1.2.7.5.5. PREPARES FINAL REPORT CERTIFICATION LETTER.

A2.1.2.7.5.6. AUDITS CONVERSION ACTION.

A2.1.2.7.5.7. RECONCILES CONVERSION PRODUCT.

A2.1.2.7.6. PERFORMS SYSTEMS CONTROL:

A2.1.2.7.6.1. SCHEDULES PRODUCT.

A2.1.2.7.6.2. PREPARES REQUEST FOR PRODUCT. Prepares control card.

A2.1.2.7.6.3. RECEIVES PRODUCT. Annotates product on input/output register or log, delivers input to Information System or Communication Center, and picks up output.

A2.1.2.7.6.4. DISTRIBUTES PRODUCT. Identifies and determines product user, separates and distributes product and files copy of product.

A2.1.2.7.6.5. DEVELOPS OR MODIFIES INFORMATION RETRIEVAL. Determines necessity of product, writes retrieval, inputs and runs retrieval, and conducts training on use of retrieval.

A2.1.2.7.6.6. CORRECTS RETRIEVAL PRODUCT. Corrects retrieval product and re-inputs request.

A2.1.2.7.7. PERFORMS FINANCIAL REPORTING:

A2.1.2.7.7.1. PREPARES/REVIEWS/VALIDATES REPORT

A2.1.2.7.7.2. PERFORMS PRE- AND POST-AUDIT, CHECKLIST, OR REPORT.

A2.1.2.7.8. MAINTAINS FUELS ACCOUNTING SYSTEM (FAS):

A2.1.2.7.8.1. MAINTAINS FAS DATABASE TO ENSURE ACCOUNTING RECORDS ARE MAINTAINED.

A2.1.2.7.8.2. RUNS REPORT AS NEEDED.

A2.1.2.8. PERFORMS COMMERCIAL SERVICES:

A2.1.2.8.1. PROCESSES COMMITMENT DOCUMENT. Reviews AF Form 9, *Request for Purchase*, and MIPR and inputs into computer. Determines fund availability, certifies commitment document, reviews, and verifies accuracy of data and validity of request.

A2.1.2.8.1.1. REVIEWS AND INPUTS DOCUMENT.

A2.1.2.8.1.2. DETERMINES FUND AVAILABILITY.

A2.1.2.8.1.3. CERTIFIES COMMITMENT.

A2.1.2.8.1.4. REVIEWS AND VERIFIES DATA.

A2.1.2.8.2. MAINTAINS COMPUTER LISTING. Reviews, audits, balances, corrects error, and files computer listing. Verifies previous days' posting to Daily Audit Listing.

A2.1.2.8.2.1. REVIEWS LISTING.



A2.1.2.8.2.2. AUDITS LISTING.

A2.1.2.8.2.3. BALANCES LISTING.

A2.1.2.8.2.4. CORRECTS AND FILES LISTING.

A2.1.2.8.2.5. VERIFIES PREVIOUS DAYS' LISTING.

A2.1.2.8.3. MAINTAINS AF FORM 616. Monitors balance, issues, posts, and reconciles AF Form 616.

A2.1.2.8.3.1. MAINTAINS AF FORM 616 ISSUES FOR UNIT'S USE.

A2.1.2.8.3.2. MAINTAINS AF FORM 616 RECEIVED FROM VISITING UNIT.

A2.1.2.8.4. PREPARES AF FORM 406, *MISCELLANEOUS OBLIGATION/REIMBURSEMENT DOCUMENT*. Reviews estimate from organization for recording estimate or actual obligation. Establishes, issues, and posts miscellaneous document.

A2.1.2.8.4.1. REVIEWS ESTIMATE.

A2.1.2.8.4.2. ESTABLISHES DOCUMENT.

A2.1.2.8.4.3. POSTS DOCUMENT.

A2.1.2.8.5. PROCESSES COMMERCIAL SERVICES TRANSACTION:

A2.1.2.8.5.1. REVIEWS, DATE STAMPS, LOGS, DISTRIBUTES, AND POSTS COMMERCIAL SERVICES TRANSACTION.

A2.1.2.8.5.2. ESTABLISHES DOCUMENT FILE.

A2.1.2.8.6. RECONCILES OPEN DOCUMENT LISTING (ODL). Reconciles ODL with supporting documentation.

A2.1.2.8.7. PREPARES BILLING FOR REIMBURSEMENT:

A2.1.2.8.7.1. REVIEWS BILLING. Reviews Intraservice Agreement and billing document received from host organization and assigns control number.

A2.1.2.8.7.2. PREPARES DOCUMENTATION.

A2.1.2.8.7.3. DISTRIBUTES BILLING.

A2.1.2.8.8. MAINTAINS REIMBURSEMENT/REFUND ACCOUNTING:

A2.1.2.8.8.1. PREPARES MISCELLANEOUS OBLIGATION REIMBURSEMENT DOCUMENT (MORD). Creates document address. Reviews and records estimate and actual obligation from using organization.

A2.1.2.8.8.2. INPUTS DATA INTO COMPUTER.

A2.1.2.8.8.3. SUSPENSES UNPAID BILL.

A2.1.2.8.8.4. PERFORMS FOLLOW-UP. Reviews delinquent account and forwards late notice.

A2.1.2.8.8.5. FORWARDS UNCOLLECTABLE ACCOUNT TO DEFENSE FINANCE & ACCOUNTING SERVICE (DFAS).

A2.1.2.8.8.6. COLLECTS PAYMENT. Logs in check, prepares DD Form 1131, *Cash Collection Voucher*, and forwards to host Accounting and Finance Office (AFO).

A2.1.2.8.8.7. PREPARES TRT AND POSTS TO GENERAL ACCOUNTING & FINANCE SYSTEM (GAFS).

A2.1.2.8.9. REIMBURSES HOST FOR VEHICLE INFORMATION MANAGEMENT SYSTEM (VIMS) AND PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) SERVICES.

A2.1.2.8.10. MAINTAINS AF FORM 4009, *GOVERNMENT PURCHASE CARD FUND CITE AUTHORIZATION*/AF FORM 616:

A2.1.2.8.10.1. CERTIFIES DOCUMENT FOR CORRECTNESS AND FUND AVAILABILITY.

A2.1.2.8.10.2. INPUTS INTO COMPUTER. Addresses document and establishes input commitment.

A2.1.2.8.10.3. MONITORS BALANCE.

A2.1.2.8.10.4. OBTAINS, POSTS, AND RECONCILES INVOICE TO ACCOUNT.

A2.1.2.8.10.5. PROCESSES CHANGE TO AF FORM 4009 AND INPUTS INTO SYSTEM.

A2.1.2.8.10.6. PROCESSES INVOICE AND INPUTS THROUGH THE INTEGRATED ACCOUNTS PAYABLE SYSTEM (IAPS).

A2.1.2.8.10.7. SUBMITS REQUIRED PAYMENT DOCUMENTATION TO OPERATING LOCATIONS (OPLOC).

A2.1.2.8.10.8. COORDINATES/RESEARCHES OPLOC PAYMENT INQUIRY.

A2.1.2.8.10.9. PROVIDES INITIAL TRAINING TO CARD HOLDER/APPROVING OFFICIAL ON CORRECT IMPAC ACCOUNTING PROCEDURES.

A2.1.2.8.10.10. PROVIDES ON-GOING TRAINING TO CARD HOLDER/APPROVING OFFICIAL.

A2.1.2.8.10.11. ENSURES PROPER APPROVAL AUTHORITY ON PRIOR YEAR UPWARD ADJUSTMENT.

A2.1.2.8.10.12. PREPARES AND PROCESSES JV TO ADJUST EEIC.

A2.1.2.8.11. PROCESSES GOVERNMENT BILL OF LADING (GBL) THROUGH POWER-TRACK SYSTEM.

A2.1.2.8.12. PROCESSES REQUIRED FORMS AND JV THROUGH AUTOMATED BUSINESS SERVICE SYSTEM (ABSS):

A2.1.2.8.12.1. PERFORMS ABSS ADMINISTRATOR DUTY.

A2.1.2.8.12.2. PERFORMS ABSS ACCEPTING OFFICER DUTY. Reviews, approves, and authorizes certified document for funds authorization.

A2.1.2.9. PERFORMS MATERIAL ACCOUNTING:

A2.1.2.9.1. PERFORMS GENERAL/SYSTEM SUPPORT ACCOUNTING:

A2.1.2.9.1.1. PROCESSES INTERFUND BILLING TRANSACTION. Prepares TRT and posts to GAFS.

A2.1.2.9.1.2. FILES TRANSACTION. Files transaction in interfund billing paid file.

A2.1.2.9.2. PROCESSES BY-OTHERS TRANSACTION. Processes, researches, and posts by-others transaction, and prepares TRT or annotates address on posting copy. Processes entry into GAFS via remote terminal.

A2.1.2.9.2.1. PROCESSES TRANSACTION.

A2.1.2.9.2.2. RESEARCHES INFORMATION.

A2.1.2.9.2.3. POSTS TRANSACTION.

A2.1.2.9.2.4. PREPARES TRT OR ANNOTATES ADDRESS.

A2.1.2.9.3. PROCESSES ACCOUNTING AND FINANCE MONETARY  
LOAD/CHANGE/ DELETE/ADJUSTMENT:

A2.1.2.9.3.1. MAINTAINS DOCUMENTATION REQUEST FOR  
LOAD/CHANGE IN FUND TARGET.

A2.1.2.9.3.2. PREPARES INPUT TO UPDATE ACCOUNTING/SUPPLY  
RECORD.

A2.1.2.9.3.3. MONITORS ADJUSTMENT UPDATE.

A2.1.2.9.4. RECONCILES ODL. Reconciles ODL with supporting document and  
opens active file.

A2.1.2.9.5. PERFORMS PERIODIC RECONCILIATION BETWEEN  
STANDARD BASE SUPPLY SYSTEM AND GAFS.

A2.1.2.9.6. RECONCILES SUPPLY INVESTMENT LISTING TO GAFS.

A2.1.2.9.7. PREPARES TRT AND POSTS Standard Form (SF) 1080:

A2.1.2.9.7.1. PREPARES SUPPLY PAYMENT.

A2.1.2.9.7.2. PREPARES MEDICAL/DENTAL PAYMENT.

A2.1.2.9.7.3. PREPARES OTHER OFF-LINE PAYMENT.

A2.1.2.10. PERFORMS TRAVEL PAY AND ACCOUNTING:

A2.1.2.10.1. PROCESSES AUTOMATED/MANUAL TRAVEL ORDER:

A2.1.2.10.1.1. PREVIEWS ORDER. Previews, prints, and estimates cost of  
travel order.

A2.1.2.10.1.2. DETERMINES FUND AVAILABILITY.

A2.1.2.10.1.3. CERTIFIES FUND CITE.

A2.1.2.10.2. PROCESSES TRAVEL VOUCHER:

A2.1.2.10.2.1. PROCESSES ADVANCE TRAVEL VOUCHER. Determines per  
diem and entitlement. Computes advance travel pay and forwards to host AFO.

A2.1.2.10.2.2. REVIEWS TRAVEL VOUCHER FOR ADMINISTRATIVE  
ACCURACY. Reviews Temporary Duty and Permanent Change of Station travel  
voucher for accrued and completed travel for civilian and military employees,  
ensures travel advance is declared, all documentation is attached, and voucher is  
signed.

A2.1.2.10.2.3. COMPUTES TRAVEL VOUCHER. Computes cost comparison, determines entitlement due, and enters amount payable for per diem, lodging, mileage or transportation allowance, and reimbursable expense.

A2.1.2.10.2.4. LOGS AND FILES VOUCHER. Logs voucher in transmittal or appropriate log and files voucher. Submits voucher to host for payment.

A2.1.2.10.2.5. PROCESSES DOUBTFUL CLAIM. Reviews and prepares documentation on doubtful travel claim and submits to supporting AFO/DFAS for determination.

A2.1.2.10.2.6. PROCESSES COLLECTION OF AMOUNT DUE. Notifies traveler of amount due, prepares cash collection voucher or pay adjustment authorization, maintains suspense file, and forwards computed travel voucher to host AFO for processing.

A2.1.2.10.2.7. FOLLOWS-UP ON OUTSTANDING ACCOUNT. Performs follow-up on advance payment and outstanding travel account to ensure prompt settlement.

A2.1.2.10.3. PERFORMS TRAVEL ACCOUNTING:

A2.1.2.10.3.1. RECONCILES ODL. Reconciles ODL with supporting document and open active file.

A2.1.2.10.3.2. PREPARES AND POSTS TRAVEL TRANSACTIONS THROUGH ALL STAGES OF ACCOUNTING.

A2.1.2.10.3.3. PROCESSES BY-OTHERS CYCLE. Processes, researches, and posts by-others transaction and prepares TRT or annotates address on posting copy. Processes entry into general accounting system.

A2.1.2.10.3.4. PROCESSES SCHEDULED AIRLINE TRAFFIC OFFICE BILLING.

A2.1.2.10.3.5. RESPONDS TO CUSTOMER INQUIRY.

A2.1.2.10.3.6. ADMINISTERS GOVERNMENT TRAVEL CARD PROGRAM.

A2.1.2.11. PREPARES RESPONSE TO AUDIT ITEM.

A2.1.3. PAY AND ENTITLEMENTS:

A2.1.3.1. PROVIDES INFORMATION SERVICE:

A2.1.3.1.1. PROVIDES INFORMATION REQUESTED BY LEGITIMATE SOURCE:

A2.1.3.1.1.1. PROVIDES INFORMATION REQUESTED BY BASE LEVEL MANAGEMENT.

A2.1.3.1.1.2. PROVIDES INFORMATION REQUESTED BY MAJOR COMMAND.

A2.1.3.1.1.3. PROVIDES INFORMATION REQUESTED BY OTHER MILITARY AGENCY.

A2.1.3.1.1.4. PROVIDES INFORMATION REQUESTED BY AUTHORIZED CIVILIAN AGENCY.

A2.1.3.1.2. PROVIDES TECHNICAL BRIEFING AND ASSISTANCE:

A2.1.3.1.2.1. BRIEFS AND ASSISTS THE DIRECTOR OF LOGISTICS.

A2.1.3.1.2.2. BRIEFS AND ASSISTS SUPPORTED UNIT.

A2.1.3.1.2.3. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.

A2.1.3.1.2.4. BRIEFS AND ASSISTS INDIVIDUAL.

A2.1.3.1.2.5. BRIEFS INSPECTION TEAM, INCLUDING BASE AGENCY.

A2.1.3.1.3. RESOLVES DIRECT DEPOSIT PROBLEM WITH FINANCIAL ORGANIZATION.

A2.1.3.2. COORDINATES SA WITH MILITARY PAY IMPACT.

A2.1.3.3. PROCESSES MILITARY PAY:

A2.1.3.3.1. PROVIDES CUSTOMER SERVICE TO MEMBER. Responds to written, telephone, or in person request for information.

A2.1.3.3.1.1. ASSISTS MEMBER IN PREPARATION OF FORM. Assists member in preparation of required documentation/form.

A2.1.3.3.1.2. RESOLVES PAY INQUIRY FROM MEMBER CONCERNING LEAVE AND EARNING STATEMENT.

A2.1.3.3.1.3. PROVIDES PROJECTED PAY DATE INFORMATION TO MEMBERS BASED UPON INPUT DATE.

A2.1.3.3.1.4. PROVIDES INFORMATION TO MEMBER CONCERNING PAY ENTITLEMENT.

A2.1.3.3.1.5. PROVIDES RETIREMENT PAY DATA TO RETIREE.

A2.1.3.3.2. PROCESSES INPUT TRANSACTION:

A2.1.3.3.2.1. PROCESSES JOINT UNIFORM MILITARY PAY SYSTEM (JUMPS) ACTIVE GUARD/RESERVE (AGR) DOCUMENT.

A2.1.3.3.2.2. PREPARES SUBMISSION LISTING.

A2.1.3.3.3. DETERMINES AGR JUMPS LEAVE AUTHORIZATION:

A2.1.3.3.3.1. MAINTAINS AGR LEAVE CONTROL LOG.

A2.1.3.3.3.2. ISSUES LEAVE NUMBER.

A2.1.3.3.3.3. REVIEWS DAILY REGISTER OF TRANSACTION. Reviews daily register of transaction to ensure all leave is charged properly.

A2.1.3.3.3.4. ESTABLISHES SUSPENSE FILE.

A2.1.3.3.3.5. TRANSMITS CORRECTED OR CANCELED AF FORM 988, *LEAVE REQUEST/AUTHORIZATION*, PART III, TO HOST AFO FOR FURTHER INPUT.

A2.1.3.3.4. MAINTAINS ACCOUNTS RECEIVABLE PROGRAM:

A2.1.3.3.4.1. DETERMINES OVERPAYMENT OF PAY/ALLOWANCE AND EXCESS LEAVE.

A2.1.3.3.4.2. CONDUCTS ADVANCE/PARTIAL PAY REPORTING.

A2.1.4. YEAR-END CLOSEOUT. Gathers all remaining work center funds and loads into one account in preparation for year-end closeout.

**A2.2. INDIRECT.** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup. See Air Force Manpower Standard (AFMS) 00AA, *Standard Indirect Allowed Man-hours*.

**Attachment 3**  
**MANPOWER TABLE**

<b>Air Force Specialty Title</b>	<b>AFSC</b>	<b>Grade</b>	<b>Manpower Requirements</b>			
Financial Mgt/Comp Super.	6F091	AGR	1	1	1	1
Financial Mgt/Comp Craftsman	6F0X1	AGR	1	2	3	4
<b>Total:</b>			<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>